

Want to work in the Civil Division of the Justice Department?

With over 700 attorneys, the Civil Division is the largest Legal Division in the Justice Department. Representing more than 100 federal agencies and the people of the United States, the Civil Division defends the United States in suits challenging the constitutionality or lawfulness of federal statutes and government programs and actions. It also initiates litigation to enforce various federal statutes. The Division handles litigation involving billions of dollars in areas such as fraud, international trade, patents, bankruptcies, claims against the government, and foreign litigation. The Division also litigates general tort claims, including those that involve toxic substances, aviation, admiralty, and the defense of federal officials sued personally for official actions. The Division's recent achievements include recovering more than \$500 million lost through fraud against health care and defense programs, and protecting the Treasury from billions of dollars in claims arising from the government's commercial activities. Within the legal community, the Civil Division's role is one of responsibility, visibility, and importance.

Part-time student positions are offered in the Civil Division under the Student Temporary Employment Program. Duties include general clerical work and multiple other tasks in support of the Division's litigation. As long as students are registered and taking classes at least half-time at a college or university, they are eligible to work under the Student Temporary Employment Program. The pay scale for these positions is tied to the number of credits students have accumulated and fall within U.S. Government GS Levels 2-5 (currently, that ranges from \$10.62 to \$14.56 per hour). In addition, students are also eligible for reimbursement of their commuting costs on public transportation up to \$110 per month. Students also accrue paid annual leave and paid sick leave in correlation with the number of hours worked each pay period. Selected candidates must undergo a pre-employment background check prior to their appointment at the Department.

Students will be selected on the basis of their GPA, availability, and work ethic. At minimum, a candidate must be willing to commit to work for at least one full year of at least 12 hours during the school year and at least 32 hours during the summer. The Division is especially interested in undergraduates whose cumulative GPA is 3.0 or above, who have two or three years remaining in college, and whose permanent address is in the DC-metropolitan area.

Individuals who are interested in applying should send via email a resume and cover letter in Word, WordPerfect or PDF format via email to civil.personnel@usdoj.gov. Please use the subject line "Student Temporary Employment Application" in the email.